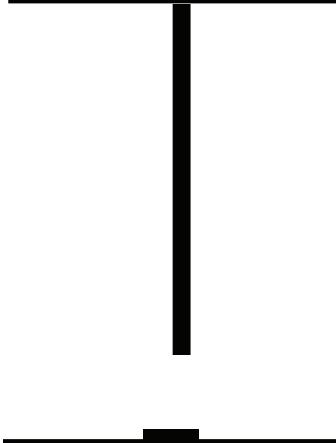


Apply on-line at
www.sanbruno.ca.gov



*City of San Bruno
Human Resources
567 El Camino Real
San Bruno, CA 94066*

Phone: (650) 616-7055

***Final Filing Date
Friday, January 20, 2006***

The City of San Bruno

Invites Applications for

Water Resources Manager



***\$7,850 to \$9,634 Monthly
Depending on Qualifications***

The City of San Bruno supports workforce diversity and is an Equal Opportunity Employer (EOE) and as such does not discriminate on the basis of age, race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin, in its employment actions, decisions, policies and practices. The City of San Bruno complies with the employment provisions of the Americans with Disabilities Act (ADA). Contact us at (650) 616-7055 to discuss your needs.

The City

San Bruno is “the Peninsula City with a Heart”. Located in San Mateo County, San Bruno is twelve miles south of San Francisco and adjacent to the San Francisco International Airport. An ethnically and culturally rich city, San Bruno has an established single-family residential population of 40,165 in a community that is characterized by a small-town atmosphere within a large metropolitan area.

Located along Highway 101 and Interstate 280, the City enjoys easy access to the vast cultural, educational and recreational opportunities of the San Francisco Bay Area. Cultural opportunities include numerous museums, galleries, theaters and the San Francisco symphony. For the sports enthusiast, the San Francisco Forty-Niners and Giants play nearby; the Golden Gate National Recreation Area is minutes away and access to the San Francisco Bay is just a short drive away. Educational opportunities include numerous community college, as well as Stanford University, University of San Francisco, UC San Francisco and CSU San Francisco. Numerous regional shopping centers abound. The San Bruno BART and CalTrain stations make it easy to use public transportation to access the Peninsula, San Francisco and beyond.

San Bruno has a total on 6.4 miles of hilly terrain that varies in elevation from 12 feet to 875 feet. Mild winters and warm summers characterize San Bruno’s excellent costal weather making it possible to enjoy the natural beauty of the area on a year round basis.

The Position

The Water Resources Manager will provide highly responsible and complex technical support to the Public Works Director. This position is responsible for managing and integrating a wide variety of functions and programs in identifying and planning for future water resource requirements for the City. These activities are accomplished in compliance with all applicable regulatory operational, procedural and budget guidelines.

Duties & Responsibilities

- Develops and directs the implementation of water resource goals, objectives, policies, and procedures.
- Manages, develops and implements all Water Resource Management programs and activities; oversees the formulation of the Water Resources Plan, Urban Water Management Plan and other water and environmental resources documents, and manage the City’s water conservation program.
- Plans and directs project management activities involving water resource planning and evaluation including recommendation for construction and capital improvement projects, including the preparation of specifications and consultant service agreements.
- Prepares memoranda and reports documenting the results of complex technical analysis.
- Makes presentations to technical and non-technical audiences to explain and summarize the significance of studies in support of City management decision processes regarding strategic water system initiatives.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints; advocates the City’s position at meetings and hearings with members of the public and local, state and federal officials.
- Leads projects and provides expert technical consultation and support to the Director in assessing water supply and water quality impacts resulting from water facility capital projects and water operations.
- Oversees the management, maintenance and quality assurance of the City’s reporting responsibilities and water resource databases.
- Plans and coordinates major projects, and directs assigned staff and consultants, involving other cities and water agencies, and the SFPUC.

Minimum Qualifications

Education and Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying.

Equivalent to a bachelor's degree from an accredited college or university with major course work in natural or physical sciences, economics, natural resources management, urban or regional planning, civil or environmental engineering or a closely related field.

Five (5) years of increasingly responsible management experience involving water resources with at least two (2) years in a responsible management or supervisory level position. Previous public sector experience is preferred but not required.

Knowledge of:

- Contemporary methods, techniques, principles and practices of water resource planning, public administration and local government operations related to water resources.
- Principles and practices of budget, and financial management; project management systems; purchasing procedures.
- Principles and procedures of emergency response preparedness; safety practices and procedures including occupational hazards and safety precautions; safe driving principles and practices; well design and maintenance techniques.
- Research techniques, methods and procedures and report presentation; computer use and techniques.
- Proper interpretation and decision making in accordance with laws, rules and policies; principles and application of Best Management Practices, benchmarking, performance measures, and customer surveys.

Ability to:

- Implement principles, practices, and terminology associated with water resources management issues including but not limited to hydrology, hydraulics, fluid mechanics, groundwater treatment and flow, and water quality and mixing processes.

- Environmental impact analysis principles and techniques.
- Analyze engineering data and make decisions accordingly; interpret and coordinate complex, interdisciplinary information from within the City or outside public and private sources.
- Establish and maintain effective quality control of water resource activities.
- Prepare, maintain and interpret records and reports, recommend and implement efficiency and productivity improvements.

Application & Selection Process

Application Process:

Apply on-line at <http://www.sanbruno.ca.gov> or request an application by contacting Human Resources at (650) 616-7055. **The deadline for a completed application is Friday, January 20, 2006 at 5:00 p.m. No faxes or postmarks will be accepted.**

Selection Process:

After an initial screening of applications only those applicants that meet the position's minimum qualifications and, appear to best meet the Department's ideal candidate description will be invited to participate further in the process.

Examinations for this position may include written exercises and interviews.



Benefits

Retirement

The City and employee both contribute to the Public Employees' Retirement System (PERS) 2.7% at 55 plan. Employees pay PERS contribution of 8% and do not pay Social Security. Employees are not covered by Social Security. Under the Social Security law, there are two ways your Social Security benefit amount earned under previous employers may be affected, "Windfall Elimination Provision" and Government Pension offset Provision. "For more information, please visit www.socialsecurity.gov. You may also call 1-800-772-1213 or for the deaf or hard of hearing, call the TTY number 1-800-325-0778, or you may contact your local Social Security Office.

Insurance

The City currently contributes \$800 per month towards the cost of Medical/Dental and Vision for employee and dependent coverage (including domestic partner). Employee cost of \$186.80 per month is paid on a tax deferred basis and is subject to adjustment by the plan provider annually.

Life insurance equal to one year's annual salary and Long Term Disability (LTD) coverage is provided at no cost to the employee.

Leave

Includes 10 - 23 days vacation per year depending on length of service, 12 days annual sick leave, and 14.5 paid holidays, and 60 hours of management leave per year.

Other Benefits

- Home Loan Assistance Program
- 2.5% Bilingual Incentive
- Credit union membership
- Section 125 Flexible Benefit Plan
- Tuition reimbursement

Mission Statement

The City of San Bruno exists to provide exemplary services for our community that enhance and protect the quality of life.

Vision Statement

San Bruno will be the Peninsula City of choice in which to live, learn, work, shop and play.

The City of San Bruno's Core Values

- Integrity
- Protecting guarding and shepherding public resources and interests
- Teamwork
- Exemplary service to the community
- Competent, well-trained employees
- Friendliness and commitment to the community

Join the City of San Bruno The Peninsula City with a Heart

NOTE: This job announcement is designed as an informative guide and is subject to change. It does not constitute an expressed or implied contract.

